**Home button.PNGback button.BMPNova Chat 7**

Back Button

Home Button

**Menu button.BMPInstructions**

Menu Button

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| **Getting Started** | **Instructions** |
| **Powering On/Off** | * Turn on - press and hold black power button by handle * Slide lock tab to open Nova Chat * Turn off – press and hold black power button and select **Power Off** and **OK** * Sleep Mode- quickly press the power button to sleep or wake |
| **Exploring Vocabulary Files** | * **Menu**  **Library** * Select vocabulary file * **Open** -Explore file |
| **Copy an Existing File for Customizing** | In order to edit a vocabulary file you must make a copy. To do this:   * **Menu**  **Library** * Tap on file and select **Duplicate** * Type a name for the file – **Save** * Tap on the newly saved file and select **Open** * **(Second Option)** Open the file you would like to copy * **Menu > Edit Mode> Do you want to make a duplicate?> Yes> Name your file> Save** |
| **Editing on Device** | * **Menu** **Edit Mode** * **The following instructions assume you are already in Edit Mode** |
| **Change Label/Message** | * Tap and hold button you want to edit to bring up options menu * Choose **Edit Button** - Button Properties appear * Edit label and/or message by tapping in the box and typing - **Save** |
| **Change Image From within Library** | * Tap and hold button you want to edit to bring up options menu * Choose **Edit Button** - Button Properties appear * Choose **Find** - Spell item to find - **Search** * Drag the list up and down to scroll more images> Tap to select image - **Save** |
| **Import Image**  **(Picture must be located within the device’s Gallery)** | * Tap and hold button you want to edit to bring up options menu * Choose **Edit Button** - Button Properties appear * Choose **Import** - Browse for picture – Tap to select image * Add label and message - **Save** * Image will appear on button |
| **Modifying a**  **Button Action** | * Tap and hold button you want to edit to bring up options menu * Choose **Edit Button** - Button Properties appear * Choose the **Actions** tab on top * Tap the down arrow next to Add and action and scroll to find action to add * Select it - **Save** |

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| **Modifying a Button’s Style** | * Tap and hold button you want to edit to bring up options menu * Choose **Edit Button** - Button Properties appear * Choose the **Style** tab on top, style properties appear * Make the changes you want – **Save** |
| **Creating a New Page and Linking It** | This creates a new page and the link at the same time.   * Start from the page you will link **from** * Select the button that will be the link – choose **Edit Button** * Add label and image * Choose **Actions** – from list choose **Navigate** and then **From Template** * Choose the template for the pageset you are in (ex. MultiChat 15 Page SS) * Choose **OK** and then name your page, choose **Save,** and then **Save** again * You will return to the original page and when select the link it will take you to the new page and you can begin creating. |
| **Editing in Editor** | * **Open Nova Chat Editor**  **Library**  **My Resources**  **Select Pageset you want to edit**  **Open**  **Edit Mode** |
| **Change Label/Message** | * Right mouse click and select **Edit Button** * Type changes to Label and/or Message - **OK** |
| **Change Image From within library)** | * Right mouse click and select **Edit Button** * **Search** – type in word(s) – **Search** * Choose an image then click on **Select** and **OK** |
| **Import Image** | * Right mouse click and select **Edit Button** * **Import** – browse to find the image on your computer and double click * Assign a label and message and click **OK** |
| **Modifying a Button Action** | * Right mouse click and select **Edit Button** * Click on **Actions** * To remove an action - select the action and then click **Remove** * To add an action – click on downward triangle and select action from list, then click **Add** * Click **OK** |
| **Modifying a Button’s Style** | * Right mouse click and select **Edit Button** * Click on **Style** * Make font and color changes and click **OK** |
| **Creating a New Page from a Template** | * **Pages** – browser opens * Scroll to page (Ex. MultiChat 15 template) – **Duplicate** * Name it and click **Save** |
| **Other Functions** |  |
| **Pronunciation Exceptions** | * **Menu** **Settings**  **Speech Output**  **Voice**  **Pronunciations** * List of words appears –to add a word select **Menu** – then **New** * Type word as it should be spelled - then in the pronounce as box, spell phonetically– select **Pronounce It** to hear itand then **Save** when satisfied |

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| **Transferring Files Between Device and Editor** | * Start **Nova Chat Editor** * Attach Nova Chat to computer with USB cord * Tap **Mount** on Nova Chat * Exit Edit Mode> Choose **Library** menu from Editor and then **Transfer** | |
| **Copying files from device to editor**   * Transfer> To/From Device * Check the vocabulary file(s) you wish to transfer to the Editor * Tap the **To Editor** button * The file name will be listed in **Editor files** once complete | **Copying files from editor to device**   * Transfer> To/From Device * Check the vocabulary file(s) you wish to transfer to the Device * Tap the **To Device** button * The file name will be listed in **Device files** once complete |
| * Tap **Done** and close the window once complete * Tap **Turn Off** on the device * Choose to safely remove the storage device from your computer – Unplug USB cord from the Nova * Tap power button to return to the NovaChat software if screen goes black | |
| **Taking a Picture** | * This feature is only part of the AT Team MultiChat page set * From Home page – select Things – More Things – Device Tools – Camera * Camera will automatically open * Always hold device in landscape orientation – tap camera icon on screen to take picture * Tap the back hardware button to return to the software * Follow previous instructions on **Importing an Image** * **Note:** if this becomes a “distraction” for the student you can always hide the camera button and then reveal it when you need to use it. In **Edit Mode** you can select the button with the camera and then **Edit Button**. Uncheck the box next to **Visible** and this will hide the image. Recheck the box to make it visible again. | |
| **Creating a Visual Scene** | * Menu – Edit Mode – Menu – Pages – Menu – New page * Name page (ex. VS family), select 19 rows and 19 columns (the more the better) * Save * Menu > Edit page > Import picture > Name Picture > Save * Press and hold on the buttons you want to edit> Create New Button > Follow steps above for **Editing a Button** * Choose the Style tab and check Transparent > Save | |

**Importing News-2-You Pages**

We recommend using the pages as a separate page set rather than importing them into the student’s main page set.

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| **Go to Saltillo website** saltillo.com | |
| **From the website** | * Scroll to bottom of page and under **Products** select **News-2-You Pages** * Click on NovaChat7 * Scroll to current topic – select 18 location version - **Save** * Select **Desktop** – double click on Nova Chat Editor Import – **Save** - **Close** |
| **Open Nova Chat Editor** | * Connect Nova Chat to computer with USB cable * Select **Mount** on device * In the editor select **Library**, then **Transfer > To/From Device** * Select the News-2-You page set and then **To Device** then click **Done** * Tap **Turn Off** on the device * Choose to safely remove the storage device from your computer and disconnect USB cable from device * Tap the Back Button on the device to go back into Nova Chat * Tap power button to return to the NovaChat software if screen goes black |
| **Navigate to New Page Set** | * Exit Edit Mode > Select **Menu**, then **Library** * Select 18 location News-2-You page set and then **Open** * When finished using the News-2-You pages you will need to navigate back to the student’s pageset. |

**OCPS Suggested Settings for the Nova Chat**

* Charge device
* Load page set
* Contact SLP to assure they have administrative rights in order to load the Nova Chat Editor software

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| **Settings** | Tap **Menu** button – select **Settings** | |
| **Input** | **Tilt** – **Action** – select **Auto Change Orientation** (for some page sets may want to lock in landscape for better viewing) | |
| **Speech Output** | **Voice** - **Voice Settings** – select downward triangle to view and select voice. Select **Test** to listen – and then **Save** | |
| **Text** | Leave **Prediction** enabled | |
| **Style** | **Font** – **Font size** – choose 28 | |
| **Background Color** – choose yellow | |
| **Menu Lock** | **Menu Lock** – set password – ocps – confirm, and select **Save** | |
| **System (Scroll down)** | **Bluetooth** | Will scan and connect to Bluetooth speakers |
| **Display** | **Brightness** – slide to brighter setting (automatic setting tends to be too dim) |
| **Screen Timeout** - Select 10 |
| **Horizontal Calibration** – place on flat surface and select **Calibrate** |
| **Date & Time** | Double check |
| \*\*When finished with the settings changes remember to lock the device. **Menu** – **Lock (on far right)** | | |